

Transfer Guidance

1. Introduction

It is recognised that sometimes a student's initial choice regarding what and where to study changes for a number of reasons. These may include:

- feeling unhappy with your choice of course;
- feeling unhappy with your choice of university;
- financial implications;
- personal circumstances;
- changing your future career plans and your chosen course is no longer relevant;
- health reasons.

If you think the course you are currently studying is no longer the right choice you may wish to consider transferring to another course or university. This document provides guidance on how a student can make a change whether this is to another University (either transferring 'in' to Keele or 'out' of Keele) or changing their programme of study within Keele.

2. Transferring from another University to Keele University (Transferring in)

Keele University welcomes applications from students who wish to transfer to Keele from another University or Higher Education provider.

Entry from a Foundation Year

We consider applications from applicants who have completed a Foundation Year from another Higher Education provider. Where a programme at Keele has a subject specific requirement, you will need to send us details of your foundation course modules.

Direct Entry to Year 2

For the majority of courses, we will consider an application for direct entry onto year 2 as long as your studies in year 1 are on a similar course and you have covered similar content to the first year of our course.

Direct Entry to Final Year

For those applicants that wish to be considered for final year entry, this will be considered on a case by case basis. Please email admissions@keele.ac.uk in the first instance.

How to apply

We would need to see a transcript of your studies and also details of the course and module content from your current university. We would expect your reference to be from a tutor at your current university and your personal statement to reflect your reasons for seeking a move at this time.

Applications are through UCAS, please indicate your chosen year of entry on your application. Should you have any queries regarding transferring to Keele please email admissions@keele.ac.uk.

3. Transferring from Keele University to another University (Transferring out)

If you decide that Keele is not the place for you after all, there are three steps that you need to take to complete the withdrawal process.

- Firstly, you will need to complete the online withdrawal form on **Evision**. This can be found by clicking on the 'Courses and Modules' button.
- Secondly, please complete the **withdrawal survey** to inform us of your reasons for withdrawing.

- Finally, you will be invited to talk to an adviser in the Student Services Centre to complete a short exit interview and discussion about the implications of withdrawing, such as the impact on your student finance. Should you have any queries regarding leaving Keele University please either visit [Student Services](#) or email student.services@keele.ac.uk

4. Changing your course at Keele University

If you are thinking of changing your course you may find talking to a Student Adviser in the Student Services Centre (Tawney Building) or a Careers Adviser a useful next step in helping you to understand your options and decide the best way forward. With its broad range of degree combinations Keele does offer flexibility and it is often possible to change to another course at certain times of year. However you do need to meet the entry requirements, have or are able to pass enough core modules in the new subject and there are vacancies on the course. You would also have to change within the first three weeks of either Semester One or Semester Two.

It may also be helpful to speak to some of the following people to inform your decision:

- Your Personal Tutor
- Friends, family or others who know you well
- Students on alternative courses you might be considering
- Course Directors in the new subject you are interested in studying.

How to Change Course

If you do want to change course you should discuss this request with your Personal Tutor and the Course Director of the New Course. They will advise you about the entry requirements and credits you need to make this change. If they are able to accept you onto the course you can then submit your request using Evision. Access it by logging on to the KLE, choosing 'The Office' from the menu on the right, and then selecting eVision.

Should you have any queries regarding changing your course please either visit [Student Services](#) or email student.services@keele.ac.uk